



Source: City Manager

Agenda Item No: REP 206-11

To: **City Council**  
From: **City Manager and Staff**

Council Meeting Date: Dec 19, 2011

Re: Recommendations for City Boards, Commissions, Committees and Task Forces

### **EXECUTIVE SUMMARY:**

At the July 9, 2009 City Council meeting, Council expressed concern regarding the policy relating to the appointment process to City boards, commissions, committees and task forces and asked that this topic be discussed during a future work session. In December 2009, staff provided Council a list of existing boards, commissions, etc. and their establishing legislation. Council requested a questionnaire be distributed to boards, commissions, etc. to collect information on membership requirements and duties. Results of the questionnaire were provided to Council in March 2010 and a secondary goal was established to identify any possible reductions/combinations of similar Boards/Commissions. In an April 2010 Work Session, Council asked the City Clerk to provide a grouping of boards, commissions with similar tasks and duties and Council was tasked with reviewing duties, work and functions of each respective group and making suggestions for improvement. This information was provided to Council in May 2010; the results were compiled and distributed to the entire Council in July 2010. Council requested a report regarding inactive Boards/Commissions and the possibility of eliminating them. Based on feedback and research done by staff, the information items below are staff recommendations in regard to the volunteer groups established by or with appointments made by the City Council.

### **DISCUSSION:**

1. **Conley Poor Fund** - After review, I recommend the city finalize the dissolution and elimination of the Conley Poor Fund. This was a trust established years ago by the will of John Conley for the benefit of the "deserving poor". The Conley Poor Fund Committee was a committee of three council members appointed annually by the mayor to oversee expenditure of the funds distributed by the trust to the City. In November 2010, the Circuit Court dissolved the trust and the balance of the trust funds (approximately \$142,000) was transferred to the City to be spent for the purpose set forth in the Conley will.

**Recommendation:** *Staff recommends the balance of these funds be transferred to the Community Foundation of Central Missouri.*

2. Eliminate groups who have been without membership for over a decade. These groups include:
- **The Armory Board** - Established by Article VI of Chapter 2 of the Code of Ordinances (Section 2-376 through Section 2-381).
  - **The Community Cooperation Board** - Established by Division 6 of Article V of Chapter 2 of the Code of Ordinances (Section 2-301 through Section 2-302).
3. Elimination of the following volunteer groups established by the Council:
- **Public Communications Resources Advisory Committee** - Staff recommends eliminating this Committee since all funding was eliminated in the approval of the FY12 budget. Established by Article II of Chapter 10 of the Code of Ordinances (Section 10-32 through Section 10-37).

4. Volunteer groups not established by the Council, but with membership appointed by the Mayor and/or Council:

- **Columbia Housing Authority Board** - State Statute guides the establishment of this Board. The Mayor appoints its five members. The City does not staff this Board.
- **Columbia Library District Board** - State Statute guides the establishment of this Board. The Mayor appoints its nine members. The City does not staff this Board.
- **Sustainable Farms & Communities, Inc. Board** - A lease agreement with the City for use of City property allowed the City to appoint at least two members to the Board, which Council has done. This Board has recently reached ten members and according to the lease agreement, Council can appoint one additional Board member to a term of office if they wish. The City does not staff this Board.
- **University of Missouri Extension Council of Boone County** - State Statute guides the establishment of this Council. The City Council appoints one member to it. The City does not staff this Board.

**Recommendation:** *No changes. These four volunteer groups cannot be eliminated. Council may opt to appoint an additional member to the Sustainable Farms and Communities, Inc. Board.*

5. Volunteer groups that were established for a specific purpose and will not continue after those specific tasks are complete:

- **Mayor's Transit Task Force** - This group appears to have reached the end of their work, however staff is coordinating a trip to visit other transit systems (Ames, Lawrence, Champaign) in the new year on their behalf.
- **Comprehensive Plan Task Force** - This group will complete their work by late 2012.
- **Downtown Parking Task Force** - This group will complete their work by mid to late 2012 per the resolution establishing it.
- **GetAbout Columbia: Non-Motorized Transportation Pilot Project Advisory Committee** - There is no establishing legislation for this group. 36 people were initially appointed by the former Mayor, and there are only 18 active members remaining. The decisions this group appears to make are similar to that of the Bicycle/Pedestrian Commission.
- **Infrastructure Task Force** - This group had two tasks. It has completed the task of providing a recommendation in terms of establishing guidelines for determining fair and balanced cost allocations and funding sources. It is still expected to ensure infrastructure implementation is aligned with the comprehensive growth plan, which will not be completed until mid to late 2012.
- **Mayor's Pension Review Task Force** - This group has completed its work. Staff is now endeavoring to implement the changes discussed by the Task Force.
- **Source Water Protection Plan Task Force** - This group should complete their task by the end of 2012.

**Recommendation:** *(1) Staff recommends the elimination of GetAbout Columbia moving future work to the Transportation Advisory Commission should council choose to create it.*

6. Volunteer groups established by the Council with the staff recommendation of keeping the group intact:

- **Airport Advisory Board** - Staff does not recommend any changes.
- **Board of Adjustment** - This Board is required per State Statute. Staff does not recommend any changes.
- **Board of Health** - Staff does not recommend any changes.
- **Boone County Community Services Advisory Commission** - Staff does not recommend any changes, except for this Commission to potentially share some functions and responsibilities with the Columbia Community Development Commission.
- **Building Construction Codes Commission** - Staff recommends that the Boards of Electrical, Mechanical and Plumbing Examiners be eliminated with the thought the Building Construction Codes Commission would take on the role of those Boards.
- **C.A.R.E. Advisory Board** - Staff does not recommend any changes.

- **Citizens Police Review Board** - Staff does not recommend any changes.
- **City of Columbia New Century Fund, Inc. Board** - Staff does not recommend any changes at this time. The Board members had discussed dissolution and allowing all donations to be handled by the Community Foundation, but there would be an administrative fee charged by the Foundation regardless of how long the money was held. Staff recommends continuing this discussion.
- **Columbia Special Business District Board** - Staff believes this Board may become dormant in 2013, once the Downtown Community Improvement District (CID) is sustainable and has its own funding. Since State Statute guides this District, it is unclear as to whether this Board can ultimately be eliminated without action by the State legislature.
- **Columbia Vision Commission** - Staff recommends the mission and work tasks of this Commission be reviewed on a periodic basis as it makes sense in the ongoing effort to achieve and maintain a high performance organization.
- **Commission on Cultural Affairs** - Staff does not recommend any changes.
- **Commission on Cultural Affairs Standing Committee on Public Art** - Staff does not recommend any changes.
- **Commission on Human Rights** - Staff does not recommend any changes.
- **Convention and Visitors Advisory Board** - Staff does not recommend any changes.
- **Disabilities Commission** - Staff does not recommend any changes.
- **Downtown Columbia Leadership Council** - Staff recommends this be absorbed into the CID Board if the CID considers ways to include neighborhoods and other groups represented by the DLC.
- **Finance Advisory and Audit Commission** - Staff does not recommend any changes.
- **Firefighters' Retirement Board** - Staff does not recommend any changes. If future firefighters participate in a different retirement plan, this Board may be able to be eliminated when no one else falls under the existing plan.
- **Historic Preservation Commission** - Staff does not recommend any changes.
- **Liquor License Review Board** - Staff does not recommend any changes.
- **Mayor's Committee on Physical Fitness** - Staff does not recommend any changes.
- **Parks and Recreation Commission** - Staff does not recommend any changes.
- **Personnel Advisory Board** - Staff does not recommend any changes.
- **Planning and Zoning Commission** - This Commission is required per State Statute. Staff does not recommend any changes to it, but the Commission is required to provide representation on the Bicycle/Pedestrian Commission, the Environment and Energy Commission and the Downtown Columbia Leadership Council, and staff recommends these requirements be eliminated.
- **Police Retirement Board** - Staff does not recommend any changes. If future police officers participate in a different retirement plan, this Board may be able to be eliminated when no one else falls under the existing plan.
- **Tax Increment Financing Commission** - Staff does not recommend any changes.

**Recommendation:** (1) Council could direct staff and the Columbia Vision Commission to review its establishing ordinance to determine if potential changes are needed to its mission, work tasks, membership and nomination/application process. (2) Council could direct staff and the Planning and Zoning Commission to recommend ordinance changes involving their members being required to serve on other volunteer groups. (3) For those volunteer groups that might be impacted by a change, Council could direct staff to work with the impacted Commissions to provide feedback to Council.

7. Volunteer groups established by the Council with a staff recommendation of evaluating the need for the group in the future or possibly combining it with another group:

- **Bicycle/Pedestrian Commission** - Staff believes this Commission could be absorbed into a new Transportation Advisory Commission, which had been recommended in the Final Vision Report.
- **Board of Electrical Examiners** - Staff believes the duties of this Board could be handled by the Building Construction Codes Commission, but believes the respective Boards may have some concerns.

- **Board of Mechanical Examiners** - Staff believes the duties of this Board could be handled by the Building Construction Codes Commission, but believes the respective Boards may have some concerns.
- **Board of Plumbing Examiners** - Staff believes the duties of this Board could be handled by the Building Construction Codes Commission, but believes the respective Boards may have some concerns.
- **Columbia Community Development Commission** - Staff believes some of the functions and duties of this Commission could be shared with the Boone County Community Services Advisory Commission.
- **Environment and Energy Commission** - Staff recommends reconsidering the name and structure of this Commission. Consideration should be given to establishing a Sustainability Commission, which could incorporate the responsibilities of the Environment and Energy Commission and potentially work with the Historic Preservation Commission and the Bicycle/Pedestrian Commission, and potentially provide representation to the Sustainable Farms & Communities, Inc. Board.
- **Internet Citizens Advisory Group** - Staff recommends this group be eliminated since its initial focus was developing a City internet site, which is now a regular part of doing business.
- **Public Transportation Advisory Commission** - Staff recommends this be absorbed into a new Transportation Advisory Commission, which had been recommended in the Final Vision Report.
- **Railroad Advisory Board** - Staff recommends exploring the idea that this Board be combined with the Water and Light Advisory Board for a single seven member Board. This would require a charter amendment approved by the voters to expand the board to seven members.
- **Storm Water Advisory Commission** - Staff recommends this Commission be considered a task force as it will no longer be needed once an ordinance change recommendation is provided to Council for consideration.
- **Substance Abuse Advisory Commission** - Staff believes this Commission could be eliminated after it is finished working on an ordinance for Council consideration regarding mandatory server training. The advisory role of this Commission could then be absorbed by the Board of Health.
- **Water and Light Advisory Board** - Staff recommends exploring the idea that this Board be combined with the Railroad Advisory Board for a single seven member Board. This would require a charter amendment approved by the voters to expand the board to seven members.

**Recommendation:** *If Council agrees, staff could return with various ordinance changes to implement these recommendations.*

8. Volunteer groups initially established by the Council for one purpose or event, but are still in existence at the staff level without the Mayor or Council being involved in making official appointments:

- **U.S.S. Columbia Commissioning Committee** - R74-94 established this Committee to work with the U.S. Navy and officials from Columbia, Illinois and Columbia, Missouri with regard to the christening ceremony for the U.S.S. Columbia and to maintain a positive relationship with those groups. The members were initially appointed by the Mayor, but that membership has been handled internally since then. There have not been official appointments/resignations for at least ten years. This Committee is not listed with the current boards and commissions.

**Recommendation:** *City staff support should be ended. This group is in most ways a viable service organization and the recommendation here is to complete that transition to a wholly private organization.*

9. Volunteer groups suggested by the Columbia Vision:

- **Landscape/Tree Board** - The Final Vision Report - Vision Strategy 2.1.1 recommends a board be established that would develop and implement landscaping policies, provide outreach and education, and promote sustainable native edible plantings. Staff feels this should be part of a Sustainability Commission, if that was created to absorb the Environment and Energy Commission and any other related volunteer group.

- **Intercultural Council** - The Final Vision Report - Vision Strategy 4.2.3 recommends a group be established that would recruit and inspire a diverse group of interested individuals willing to help in understanding the culture and background of various ethnic and religious groups, and for these individuals to be charged with recruiting (and investing in) others that may assist in organizing events to involve the community at large and develop committees to fulfill goals and strategies. Staff notes a large overlap with the mission of the Sister Cities Program and does not recommend creating a new board at this time.
- **Land Preservation Authority** - The Final Vision Report - Vision Strategy 5.2.1 recommends a City/County group be established that develops and administers a land preservation plan, strengthens, enforces and creates laws to preserve land consistent with this plan, and acquires property or development rights to land deemed appropriate for preservation through donation or purchase. City staff notes that organizations such as Nature Conservancy have been highly effective and would recommend exploring the possibility of working with a group of stakeholders, including the County, the Department of Conservation, the Greenbelt Coalition and others, to determine the optimal structure and process for land preservation.
- **Regional Science and Technology Network** - The Final Vision Report - Vision Strategy 7.4.1 recommends this group be established to identify, develop, and launch entrepreneurial high tech businesses in the area. Staff notes that this is already under review by REDI and being actively pursued. Therefore staff does not recommend creating another Committee at this time.
- **Community Educational Facilities Commission** - The Final Vision Report - Vision Strategy 8.1.1 recommends this group be established to inventory and assess public/private education facilities, determine the costs of meeting needs, examine options for generating necessary revenue and explore opportunities for shared usage of facilities. Staff feels that this would be more appropriate for the Columbia Public Schools to take the lead on this, and therefore does not recommend creating this Commission.
- **Natural Resources Committee** - The Final Vision Report - Vision Strategy 9.1.3 recommends the establishment of this group. The suggested members would represent the Department of Conservation, the U.S. Forest Service, USGS, Fish and Wildlife Service, the MU School of Natural Resources and the City. The purpose of this group mirrors those of a Land Preservation Authority. Staff recommends merging this with the Land Preservation Authority.
- **Transportation Advisory Commission** - The Final Vision Report - Vision Strategy 13.2.1 recommends the establishment of this group to identify new and existing resources for transportation system needs, allocate resources among various components of the transportation system including non-motorized transportation, human services transportation, public transportation and the road/street network, identify gaps in each component of the transportation system, identify potential users of the public transit and human transportation systems whose needs are not being met, plan for upgrades in all components and plan for future needs. This group would provide recommendations to the Council, Planning and Zoning Commission and other public bodies. The Bicycle/Pedestrian Commission, the Public Transportation Advisory Commission and GetAbout Columbia could be incorporated into this Commission.

**Recommendations:** *If the Council would like to, staff recommends proceeding as highlighted in the bullet points above.*

#### **FISCAL IMPACT:**

None.

#### **VISION IMPACT:**

<http://www.gocolumbiamo.com/Council/Meetings/visionimpact.php>

Depending on Council's decisions to potentially establish the suggested volunteer groups; the following Vision Strategy's could be impacted.

2.1.1: Establish a landscape/tree board to develop and implement landscaping policies, provide outreach and education, and promote sustainable native and edible plantings;

4.2.3: Form an Intercultural Council;

5.2.1: Establish a city-county land preservation authority;  
 7.4.1: Create a Regional Science and Technology Network with access to the distinctive business and technical competencies needed to identify, develop, and launch entrepreneurial high tech businesses in our area;  
 8.1.1: Appoint a Community Educational Facilities Commission made up of representatives from the public and private sectors, for the purpose of inventorying public and private education buildings and grounds, assessing the public and private education facilities needs for the next 25 years, determining the costs of meeting those needs, examining and recommending options for generating necessary revenue, and exploring opportunities for the shared usage of their facilities; 9.1.3: Form a Natural Resources Committee and  
 13.2.1: Appoint a Transportation Advisory Board, which will be empowered by the City Council to make recommendations to the City Council, the Planning & Zoning Commission, and other public bodies.

### SUGGESTED COUNCIL ACTIONS:

Staff recommends council proceed to gather feedback and explore the recommendations set forth in this report.

### FISCAL and VISION NOTES:

City Fiscal Impact Enter all that apply		Program Impact		Mandates	
City's current net FY cost	0	New Program/Agency?	No	Federal or State mandated?	No
Amount of funds already appropriated	0	Duplicates/Epands an existing program?	No	<b>Vision Implementation impact</b>	
Amount of budget amendment needed	0	Fiscal Impact on any local political subdivision?	No	Enter all that apply: Refer to Web site	
Estimated 2 year net costs:		<b>Resources Required</b>		Vision Impact?	Yes
One Time	0	Requires add'l FTE Personnel?	No	Primary Vision, Strategy and/or Goal Item #	See above
Operating/Ongoing	0	Requires add'l facilities?	No	Secondary Vision, Strategy and/or Goal Item #	See above
		Requires add'l capital equipment?	No	Fiscal year implementation Task #	